# FINAL
## Council on Technology Services
### Privacy, Security & Access Work Group
### October 3, 2000

**Present**: Mike O'Neil, DSS; Jim Adams, DIT; Scott Fairholm, E-Government Implementation Dan Galloway, SCC; Rick Fowler, DSS; Sally Fehn, DIT; Bernie Hill, DOC; John Krallman, VT; Shirley Payne, UVA; Murray Rosenberg, DTP; Ernie Steidle, DRS; Glenn Thacker, Tax; Teresa Thomas, APA; Kevin Ferlazzo, DJJ

**Absent:** Paul Hendricks, DMV; Virgil Kopf, DGIF; Peggy Maupin, DGS; John Palese, DSS; Ed Slate, DMV; Steve Childress, VSP; Carrie Gillotte, GMU; Bernie Hill, DOC; Murali Rao, VDOT; Darlene Quackenbush, JMU; Jim Womack, DSIA

The October 3, 2000, COT's, Privacy, Security & Access (PSA) Work Group meeting was held at the Department of Social Services/Central Regional Office/Wythe Building. Minutes from the meeting held September 5, 2000, were approved as presented.

## 1.COVITS Evaluation:

- Mike reported that COVITS was very successful and expressed appreciation for the fine work to the team leaders who prepared materials for the conference. He also thanked the COTS Communication Work Groups and individual workgroup members, for their participation at the COTS booth. Several people commented on how informative and professional the booth was.
- Mike also provided copies of the Digital Signatures Executive Summary and the SANS Institute Security Newsletter that listed the Top Ten Internet Security weaknesses.

## 2. Summary of COTS Meeting:

- Mike relayed the discussions and decisions of the COTS Executive Committee meeting, conducted prior to COVITS.

- The Executive Committee approved the Digital Signature preliminary report and approved proceeding as the workgroup recommended. Additionally, the Procurement Workgroup reported on the status of current state-wide IT contracts and their priorities for addressing. Both items were discussed by the group.
- COTS was scheduled to be asked, but did not have time to consider a request from the Virginia Rehabilitation Center for the Blind & Visually Impaired wants to do a Customer Call Center Simulation Project under the Secretary of Technology's Virginia Technology Infrastructure Fund.
- COTS Organizational Workgroup is starting up a Project Management & Oversight Sub-

Workgroup. They are looking for members; Mike encouraged the group to become members or recommend someone from their agency that has experience on project management. Mike will email this information to PSA Group.

# 3. Web Privacy Policy

- Mike expressed that there was a point of confusion at the COTS meeting on where we stand on the Web Privacy Policy. The E-Government implementation group believed that it had forwarded the previous draft policy to Agency Heads as a "Technology Alert." Deputy Secretary Bette Dillahay had asked that the Workgroup survey state websites for compliance. A partial look at 62 agency websites found only two that had privacy policies.
- The group discussed how to best publish the final form of the policy guide: as a "Standard" or as "Guideline" under the new PSG system adopted by COTS and DTP? The final consensus was to make it a Guideline. Murray Rosenburg agreed to reformat the existing web privacy policy letter into a Guideline, submit it to the Workgroup for review and then submit it to COTS for final approval.

# 4. New Business:

- **Standard Audit Guides:**

    A copy of VT IS Security Audit Digital UNIX Test Procedures was provided. This document describes the test procedures used to perform a System Audit on VT IS systems. Rick Fowler would compare this to the COBIT Guides.

- **HIPAA (Health Insurance Portability Accountability Act)**

    The group discussed the progress of and potential impact on the federal HIPAA legislation. Ernie Steidle informed the group that the Secretary of Health and Human Resources' Office is setting up a HIPAA Oversight Committee for the five big HHR Agencies. It was decided to continue to monitor HIPAA and to arrange to get a speaker on the topic for the next meeting.

# 5. Action Items:

- Murray Rosenberg will reformat the Privacy Policy letter as Guideline and distribute to COTS.
- Mike will send Bette an email to recommend resubmitting the Technology Alert on Web Site Privacy Policy.
- Mike will find out from VDHRM the status of their proposed Internet Use Policy.
- It was agreed to find out about other States Privacy Policies and to start working on an outline for Virginia.
- Mike, Sally and Scott will get together to find out who can come to talk about HIPAA to the PSA

Group.

## 6. <u>Announcement:</u>

- Ms. Bertha Ventura will provide staff support to the work group.

**Next scheduled PSA Meeting**: **Tuesday, November 7, 2000, 1-3 p.m.**

   **Koger Executive Center**
   **Wythe Building, Conference Room A**
   **1604 Santa Rosa Road**
   **Richmond**
   **804.662.7023**